

**REQUEST FOR PROPOSALS AND QUALIFICATIONS
WATER AND WASTEWATER RATE STUDY for CITY OF CANANDAIGUA, NEW YORK**

The City of Canandaigua, NY (City) is seeking responses to a Request For Proposals and Qualifications (RFPQ) from those qualified firms (Firm) to conduct a rate study (Study) for the City Water (Water) Fund and Wastewater Fund also referred to as the Sewer Operations and Maintenance (SOM). Responses to the RFPQ shall include costs to complete the following tasks:

General Information

Canandaigua is located in the Finger Lakes Region of New York State. The current population is 10,545. There are approximately 4,000 industrial, commercial and residential customers of water and wastewater utilities. Domestic water is drawn from the Canandaigua Lake and the wastewater is treated at the City owned wastewater treatment plant. City financial information can be obtained at:

www.canandaiguanewyork.gov.

Study Shall Include:

Analysis of Current Financial Status

The Firm shall include an analysis of current financial status of both Funds:

1. The conclusions of the analysis must include information from the City's Water Reliability Study and the City Audit.
2. The analysis shall include a cash flow with and without depreciation.
3. The cash flow analysis shall also include capital projects approved but yet to be funded.
4. The analysis shall include an evaluation of existing contracts between water and sewer plants and municipalities who purchase their services.
5. Compliance with the State of New York accounting regulations governing Enterprises Funds.

Study Recommendation Requirements

The Study shall recommend rate structures that consider and make provisions for the following factors:

1. Future operational costs in providing utility service in accordance with established standards and regulations.
2. Future debt retirement for existing debt.
3. Estimated costs of capital projects in the next three years also long term forecast 5 and 20 years.
4. Impact of proposed and current environmental regulations.
5. Rate structure consistent with present City practice.
6. Rate structure alternative for shifting some financial responsibility to most frequent users from residential users.
7. Rate structures shall be easy to administer and understand.
8. Second meter rates for landscaping or other non-domestic usage shall be included in all analysis.
9. Rate differential between City and Non-City residents.
10. Recommendations for any modifications to existing intermunicipal rate determination methods.
11. Other charges, if any, as turn on and offs or vacated properties.

Services to be Provided by Firm

1. Confer with staff as needed.
2. Prepare a preliminary Study proposal to Staff and City Council.
3. Receive and consider suggested adjustments to the preliminary Study proposal.
4. Prepare a chart or other graphical presentation illustrating City of Canandaigua rates versus rates of other comparable sized communities in the Finger Lakes Region.
5. Participate in a public hearing at a time determined by the City to introduce the Study.
6. Participate in a second public hearing if determined necessary.

Final Report

1. Incorporate changes based on comments received at the first public hearing.
2. Submit 5 hard copies of the Study.
3. Provide a copy of the report in MS Word format, with spreadsheets in Excel format.
4. Present in person the final Study to the City Council for consideration.

Items to Be Included in RFPQ Response

1. Names and resume of those to be assigned to this project.
2. List of three municipal clients with contacts the Firm has completed Study's for in the past.
3. Total amount of quote. All other charges including but not limited to mileage, lodging, copy, phone and all other expenses shall be listed. No expenses will be honored by the City if not included in the RFPQ response.
4. 5 hard copies of the REPQ shall be submitted.
5. Proof of necessary insurance coverage as liability and workmen compensation.

City of Canandaigua Rights Reserved

The City of Canandaigua reserves the right to reject any and all responses to the RFPQ,

Timeline

RFPQ responses shall be submitted in hard copy no later than June 2, 2017 by 4:00 p.m. to the City of Canandaigua, Attention City Manager, 2 North Main St., Canandaigua NY 14424. The final study is due no later than September 1, 2017